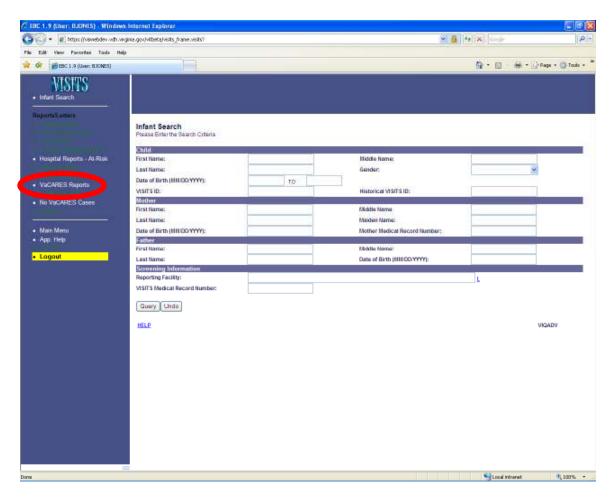
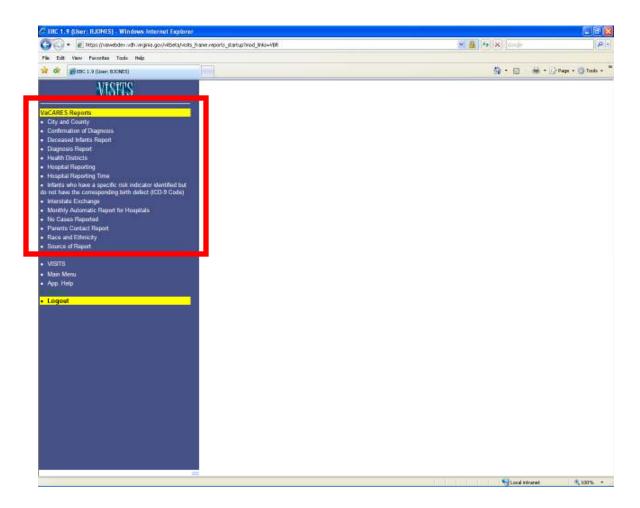
## **VaCARES Reports**

To access the VaCARES reports, click on the VACARES REPORTS link from the left navigation bar.

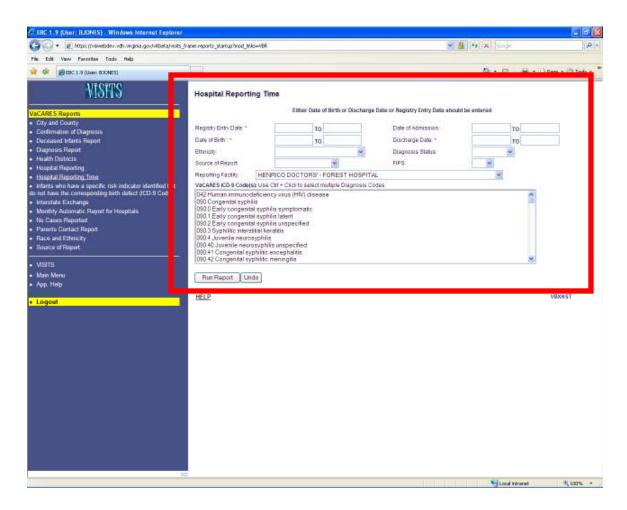




The VaCARES Reports main menu page is displayed.

The following reports are available to a hospital VaCARES user:

- City and County
- Confirmation of Diagnosis
- Deceased Infants Report
- Diagnosis Report
- Health Districts
- Hospital Reporting
- Hospital Reporting Time
- Infants who have a specific risk indicator identified but do not have the corresponding birth defect (ICD-9 Code)
- Interstate Exchange
- Monthly Automatic Report for Hospitals
- No Cases Reported
- Parents Contact Report
- Race and Ethnicity
- Source of Report



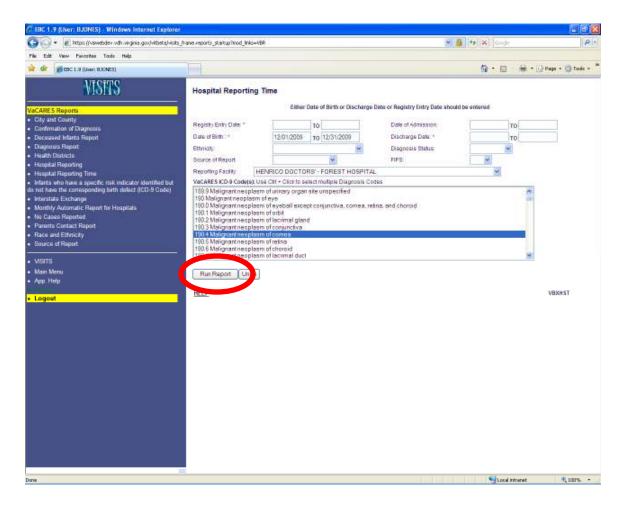
Upon selecting the report link from the left navigation bar, the report parameter page will be displayed.

It is important to know that every report will not have the same parameter page, i.e. search criteria may be different for each report.

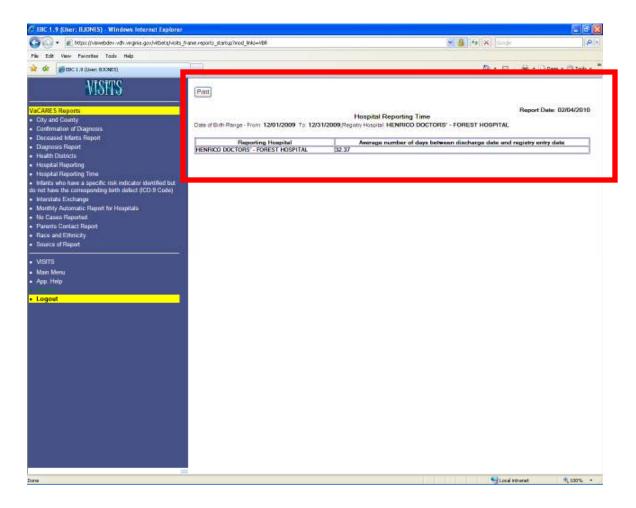
To run any VaCARES report, you must enter either the DATE OF BIRTH or REGISTRY ENTRY DATE. To narrow your search results, you can enter additional search criteria, but one of these two fields must be entered.

Notice that the REPORTING FACILITY field has been pre-populated. This field has been defaulted based upon your user login information. Whatever facility your username is associated to will be displayed in this field. As a hospital user, you can only run reports for the facility that you are associated to in the system.

As a VaCARES user, you can filter the report data on one or more of the diagnosis codes displayed. These ICD-9 CODES are only those codes eligible for reporting to VaCARES.



Upon entering the search criteria, the RUN REPORT button can be clicked to review the report.



Upon successfully running the report, the results are displayed.

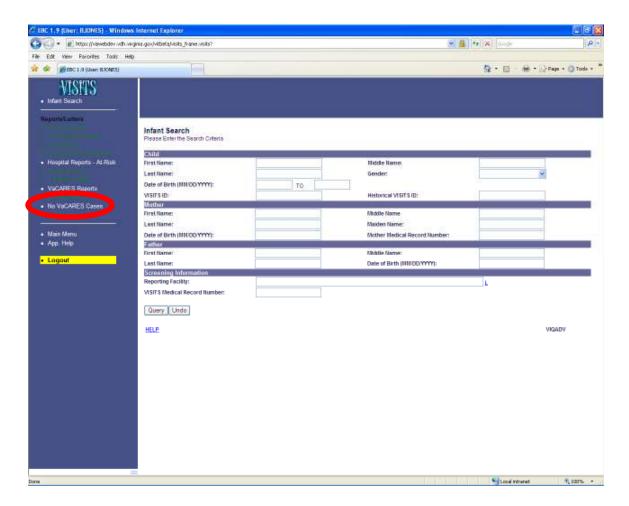
If you run the report and there is no data displayed, you may have to try different parameters or broaden your search criteria.

Every report will display:

- the report name
- the date in which the report was run
- the search criteria used to run the report

From this screen, you will be able to print the report. By clicking on the PRINT button, at the top of the report, you can easily print the output of the report to your printer.

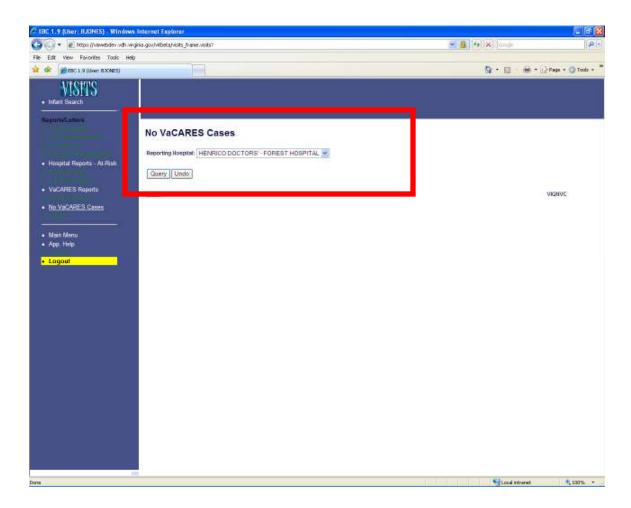
It is important to know that whenever a client's name is displayed on the report, you can click on that name and navigate directly to the client's record. This functionality is useful for verifying the client's information.



As a hospital VaCARES user, you can also access the No VaCARES Cases screen.

This screen allows the hospitals to indicate that they have no VaCARES cases to report for a given month.

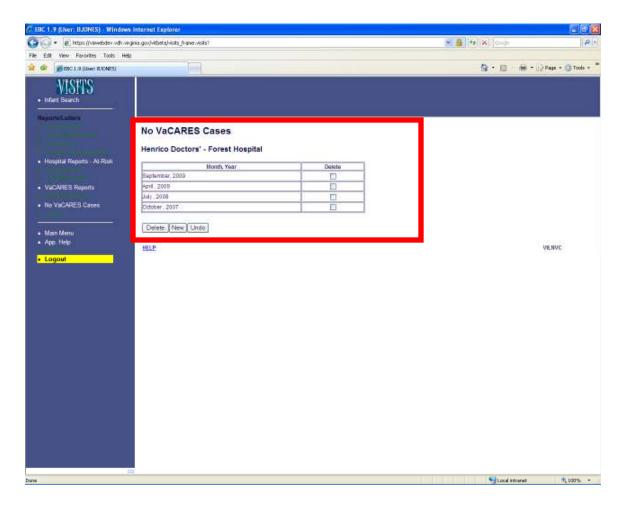
You can access this screen by clicking on the NO VACARES CASES link from the left navigation bar.



The No VaCARES Cases search screen is now displayed.

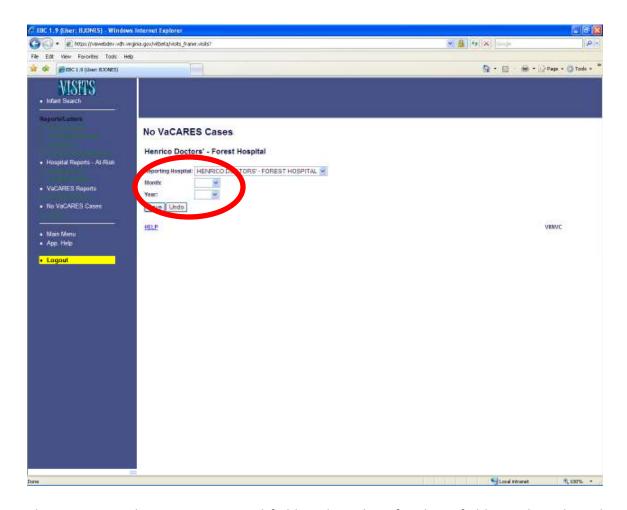
Notice that the REPORTING FACILITY field has been pre-populated. This field has been defaulted based upon your user login information. Whatever facility your username is associated to will be displayed in this field.

By clicking on the QUERY button, you will be able to see if there are any no VaCARES cases previously reported for your hospital.

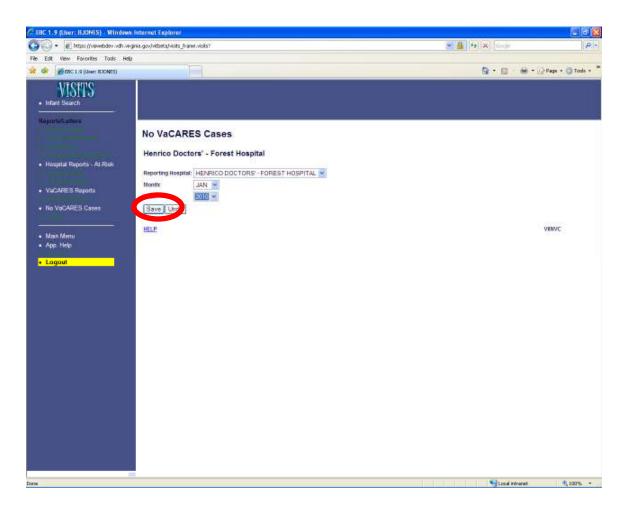


For your hospital, the MONTH and YEAR of no VaCARES cases is displayed.

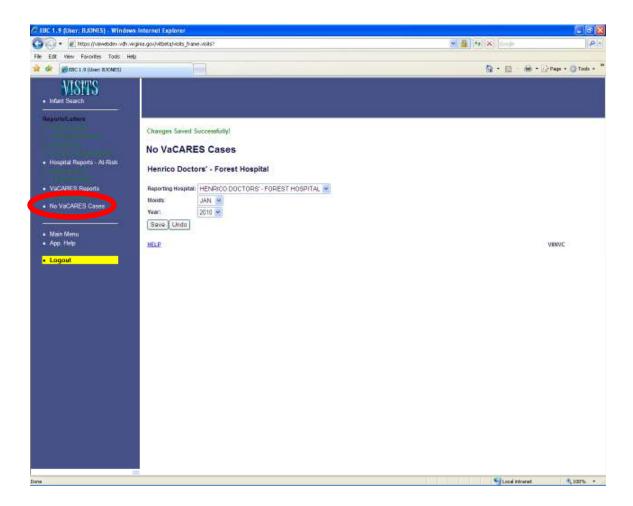
To create a new no VaCARES case, click on the NEW button.



The MONTH and YEAR are required fields. The values for these fields can be selected from the drop down menus.



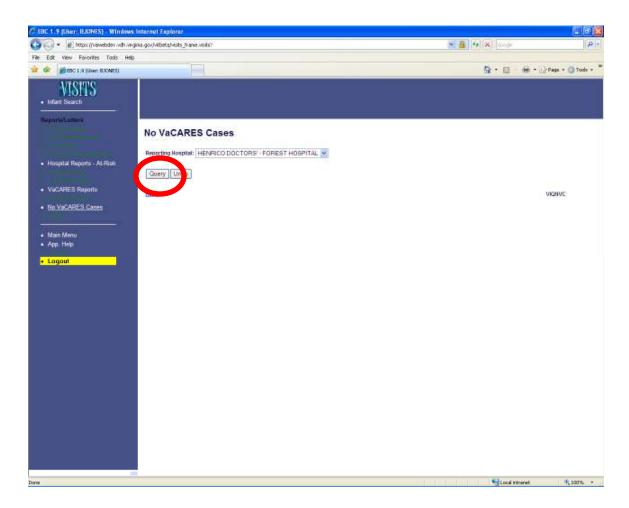
To save the no VaCARES case record, click on the SAVE button.



The record has been successfully saved.

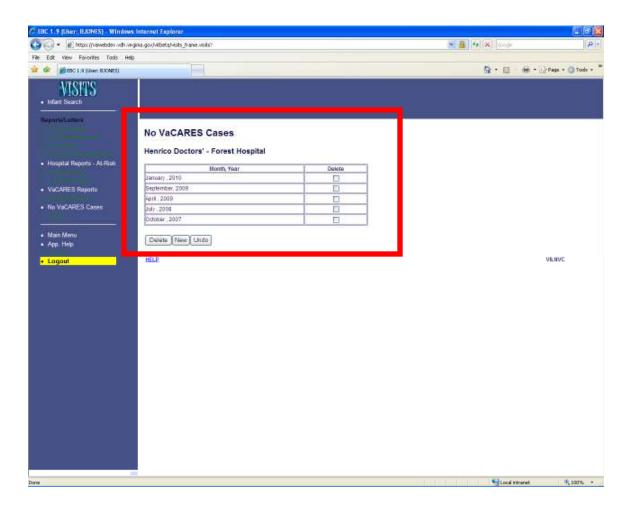
It is important to know that if a no VaCARES case has been created in error, the record can be deleted.

To delete a No VaCARES case, click on the NO VACARES CASES link from the left navigation bar.

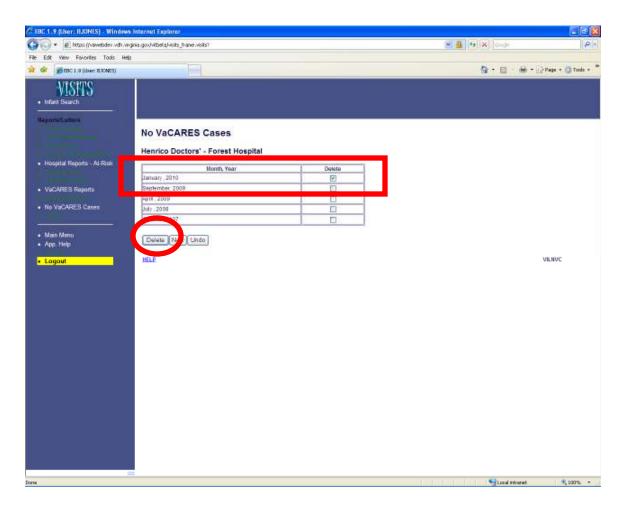


The No VaCARES Cases search screen is displayed.

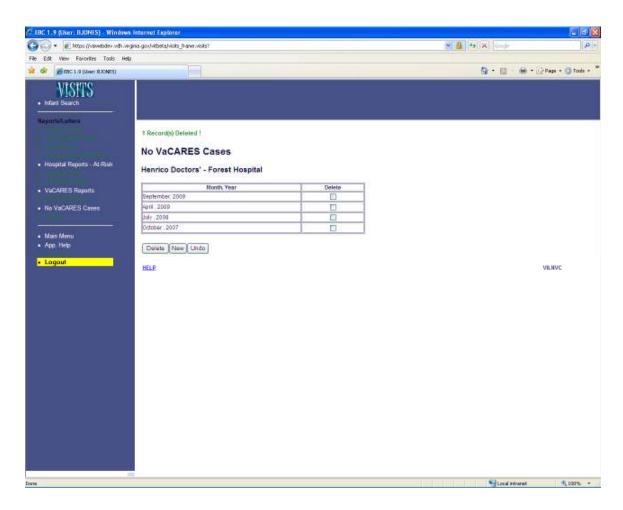
Click on the QUERY button, to see if there are any no VaCARES cases previously reported for your hospital.



For your hospital, the MONTH and YEAR of no VaCARES cases is displayed.



Click on the corresponding check box for the case that you would like to delete and click on the DELETE button.



The no VaCARES case record was successfully deleted.